
Success Stories Developer/Writer

Position Statement

Identifies and investigates mitigation successes and best practices. Gathers information from residential, commercial, public, and voluntary agency segments of the community to develop, write/edit, and produce mitigation best practices stories for mass distribution. Documents and develops stories that illustrate, and promote mitigation projects that minimized or prevented disaster damage.

Duties

- ❑ Develop source list for completed Mitigation projects in affected area. (State Hazard Mitigation Officer, county and local officials, county and local Emergency Managers, Flood Plain Managers, Human Services, Mitigation Advisors, voluntary agencies and other sources)
- ❑ Prioritize potential site visits based on initial canvass of projects.
- ❑ Coordinate site visits schedule with appropriate agencies and personnel.
- ❑ Follow guidelines established by Communication Strategy for Developing and Promoting Best Practices and Case Studies.
- ❑ Develop print ready, well-crafted stories/reports for extensive distribution in and outside of FEMA.
- ❑ Document project and associated success with photos, interviews, technical data, reports and narrative.
- ❑ Create stories/reports for FEMA Web page and other media intended for wide dissemination.
- ❑ Obtain and present specialized information within strict accuracy, format, and style requirements.
- ❑ Proofread material and meet strict timelines.
- ❑ Supply reports and information to the Special Projects Manager and provide input to the Special Projects Manager for Situation Report as required.
- ❑ Maintain a daily log of activities and communications for submission to Situation and Remedial Action Management Program (RAMP) reports.

Knowledge, Skills and Abilities

Knowledge

Understands roles and responsibilities of federal and state agencies, and public and private business. Familiar with policies concerning equal employment opportunities, ethics, and safety. Knowledge of Office of Public Affairs operations and its importance to disaster recovery operations. Good knowledge of FEMA programs and specific mitigation programs, measures and funding is helpful.

Skills and Abilities

- ❑ Ability to obtain and compose quantitative and qualitative data in well organized and illustrated reports.

- ❑ Can establish priorities, makes logical and mission oriented decisions and can operate comfortably under stressful conditions in a politically sensitive environment.
- ❑ Competent in story research and development.
- ❑ Skillful in writing, editing, time management and investigating skills.
- ❑ Is self-motivational and can follow-up on story leads.
- ❑ Uses clear and concise oral and written communications and can conduct effective interviews.
- ❑ Ability to conduct in-depth interviews with people who may have suffered extensive disaster damage.
- ❑ Able to construct and publish professional documents to accommodate a wide range of readership.
- ❑ Proficient in MS Office Programs and is acquainted with other computer programs related to publishing.